

Job Code

6050

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

06/28/04

Revised

TITLE: MUSEUM ATTENDANT

DEFINITION

Routine work in performing customer service duties

DISTINGUISHING CHARACTERISTICS

Work involves the responsibility for preparing the museum for public visits, assisting museum visitors, Keeping attendance records, Making sales, accounting for cash, and answering telephone queries. Responsibilities extend to performing superficial custodial and necessary visitor control duties. Work is performed in accordance with written and oral instructions, and is reviewed through inspection of assigned areas and evaluation of public reaction. A great deal of personal initiative is required since this person is often assigned sole responsibility of the public museum function.

REPORTS TO:

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Museum Director.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Answer questions regarding activity schedules, exhibit details, community activities and museum functions.
- Sell books, pamphlets, and souvenirs.
- Maintain records for sales and accounts for all cash received.
- Maintain count of museum visitors.
- Prepare sales reports and attendance reports.
- Control Unlocking of the museum doors and security alarm system, turn on all lighting for museum.
- Inspect display areas for appearance, cleans display case glass and picks up litter.
- Insures proper conduct of visitors.
- Perform related work as required.

QUALIFICATIONS

Knowledge of:

Ability to:

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Six months experience in customer service.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM:

TO: